

## **Set Printer Preferences**

- Open the Control Panel
- Under "Hardware" click "View devices and printers"
- Find "Color Copier" in the list of printers and right click it
- Choose "Printing Preferences"
- In the new window, look for "Job Handling" tab at the top right
- Find the "Authentication" section and choose "User Number" from the drop-down list
- A new field will appear to the right where you can enter your copier code
- Once done, click the "Apply" button at the bottom
- Perform the same steps for the B&W Copier
- **Failure to set these settings will prevent you from printing to the copier**